

# DelDOT Existing Right-of-Way Concurrence Meeting

This meeting is to assess and concur on the existing Right-of-Way condition of a project. This meeting should occur after the Survey Plans have been submitted and before the Preliminary Plans are completed. The DelDOT Project Manager is responsible for setting up the meeting. Once meeting is complete, the Team Support Manager will upload the Discussion Points worksheet into Primavera for future record.

Required material for the designer to submit to Team Support at least one week before the meeting:

A. Narrative on the nature of project as well as:

1. Scope and Concept of the Project.
2. Discussion of any unusual right of way acquisitions, dedications, agreements, modifications or breaks in D/A's or those parcels with special conditions such as cross-access easements.
3. Note any possible property overlaps or gaps between parcels when preparing the Property mosaic.
4. Parcel IDs are in accordance with the guidance laid out in the Team Support Manual.

B. Provide the following digital files for review:

1. The following Microstation files in DGN format should be provided:
  - FS
  - AL
  - RW
2. Provide inroads ALG file.
3. Provide all applicable COGO files in .txt file format in accordance with [EI PM-16-002](#).

\*Items B 2 & 3 do not apply to ORD projects.

C. Aerial map overlaid with existing alignment and existing parcels displayed in PDF format.

Contract Name & Number \_\_\_\_\_

Date \_\_\_\_\_

### **Discussion Points:**

- ✓ Discussion of how existing Right-of-Way Baseline was established for the corridor:
  
- ✓ Discussion of any existing parcel closure issues:
  
- ✓ Discussion of any existing Right-of-Way reservation, Right-of-Way Dedications, existing Denials of Access and excess State land in project limits:
  
- ✓ Discussion of any existing Railroads in the project vicinity:
  
- ✓ Discussion of completeness of RW verification materials (deeds, agreements, easements):
  
- ✓ Discussion of any DNREC Tax Ditches in the project vicinity:
  
- ✓ Discussion of any potential Subdivision being developed in DelDOT Planning Section:
  
- ✓ Discussion of project location in regards to town limits:
  
- ✓ Discussion of project schedule:
  
- ✓ Discussion of utility coordination: test holes, designation, easements and advanced relocations: